

DL / Lounges

by DERWENT LONDON

A Guide To
Meeting Room & Venue Hire

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Our Lounges in Fitzrovia and Old Street are designed as premium spaces for connection & collaboration. Guests can enjoy access to beautifully designed, professional environments, complete with high-spec meeting rooms and versatile event spaces.

This guide highlights our range of meeting and event facilities, how to make a booking, and showcases our DL/Service hospitality offering to meet your catering needs.

DL/78 Fitzrovia



DL/28 Old Street

DL/78 Meeting Room Hire

DL/78 offers three fully equipped meeting spaces of various sizes.

Contact us to book your chosen room and let the on-site team take care of the rest.

Opening Hours

Monday to Friday
8:00am – 6:00pm

Pasmore Room

Pasmore room is the largest of our three meeting spaces and features a permanent boardroom-style configuration, perfect for formal seated gatherings of between 10 and 20 people.

Like all our spaces for hire, the AV facilities are of professional quality. The 80" screen, camera, audio kit and mics guarantee video conferences or presentations run smoothly. The impressive, full-length glazed wall floods the space with light but also offers full privacy mode.



Technical Specification

- Plug in and play - ClickShare device
- Bring your own laptop policy
- 80" LED TV screen display and two remote-controlled retractable TV screens
- Ceiling-mounted microphones and speakers
- Wall-mounted camera
- Privacy glass to ensure confidentiality

DL/Service Hospitality

Receive an automated email seven days before your booking date with a comprehensive menu of delicious food and drink for your meeting delivered direct to your room at a time convenient to you.

Meeting Mode	
- Boardroom	20 people max.
Complimentary	
- Filter coffee, tea, water and biscuits	
- Whiteboard and stationery on request	

Hill Room

Looking for a central meeting space to get the best from your team or make an impression on clients? Hill room is the smart meeting solution for up to 10 people.

The room offers a light and open working environment thanks to full-height glazing, which can instantly switch to privacy mode.

Technical Specification

- Plug in and play - ClickShare device
- Bring your own laptop policy
- 80" LED TV screen display
- Ceiling-mounted microphones and speakers
- Wall-mounted camera
- Privacy glass to ensure confidentiality

DL/Service Hospitality

Receive an automated email seven days before your booking date with a comprehensive menu of delicious food and drink for your meeting delivered direct to your room at a time convenient to you.



Meeting Mode

- Boardroom 10 people max.

Complimentary

- Filter coffee, tea, water and biscuits
 - Whiteboard and stationery on request
-

Martin Room

Martin room is our second meeting space designed for up to 10 people.

Located on the lower ground floor, it features full-height glazed walling, offering ample daylight illumination.



Technical Specification

- Plug in and play - ClickShare device
- Bring your own laptop policy
- 80" LED TV screen display
- Ceiling-mounted microphones and speakers
- Wall-mounted camera
- Privacy glass to ensure confidentiality

DL/Service Hospitality

Receive an automated email seven days before your booking date with a comprehensive menu of delicious food and drink for your meeting delivered direct to your room at a time convenient to you.

Meeting Mode

- Boardroom 10 people max.

Complimentary

- Filter coffee, tea, water and biscuits
- Whiteboard and stationery on request

Hill + Martin Room

This combination of two meeting rooms gives you all the flexibility you could need.

It seats up to 20 people comfortably in boardroom or workshop styles and can accommodate up to 30 in theatre style. The full-height glazed walls make you feel connected to the atmosphere of the Lounge, but the privacy mode will keep your meeting discreet when needed.

Technical Specification

- Plug in and play - ClickShare device
- Bring your own laptop policy
- 80" LED TV screen display
- Ceiling-mounted microphones and speakers
- Wall-mounted camera
- Privacy glass to ensure confidentiality

DL/Service Hospitality

Receive an automated email seven days before your booking date with a comprehensive menu of delicious food and drink for your meeting delivered direct to your room at a time convenient to you.



Meeting Mode

- | | |
|-------------|----------------|
| - Boardroom | 20 people max. |
| - Workshop | 20 people max. |
| - Theatre | 30 people max. |

Complimentary

- Filter coffee, tea, water and biscuits
- Whiteboard and stationery on request

DL/78 Venue Hire

Discover a modern, multi-dimensional and flexible events venue in the heart of Fitzrovia.

Our beautifully designed double-height space is fully accessible and accommodates up to 120 people. Hire it from four to eight hours anytime, between 8:00am and 10:00pm.

With multiple configuration modes in the Main Event Space, DL/78 can host a range of business, social and cultural events - from an evening drinks reception to an all-day conference.

The venue is complemented by trained staff, advanced tech and hospitality services. And the DL/Member Experience team are here to help you design and execute your occasion to perfection.



Ground Floor

Main Entrance

The event access point via the main doors on Charlotte Street.

Welcome Check-in

The reception check-in protocol brings an impressive formality to your guests' welcome experience. You can either check in yourself or ask a member of the DL/Member Experience team for assistance.

DL/Service Café

Our street-level café is available for your refreshments and catering requirements and closed to the public during private events.

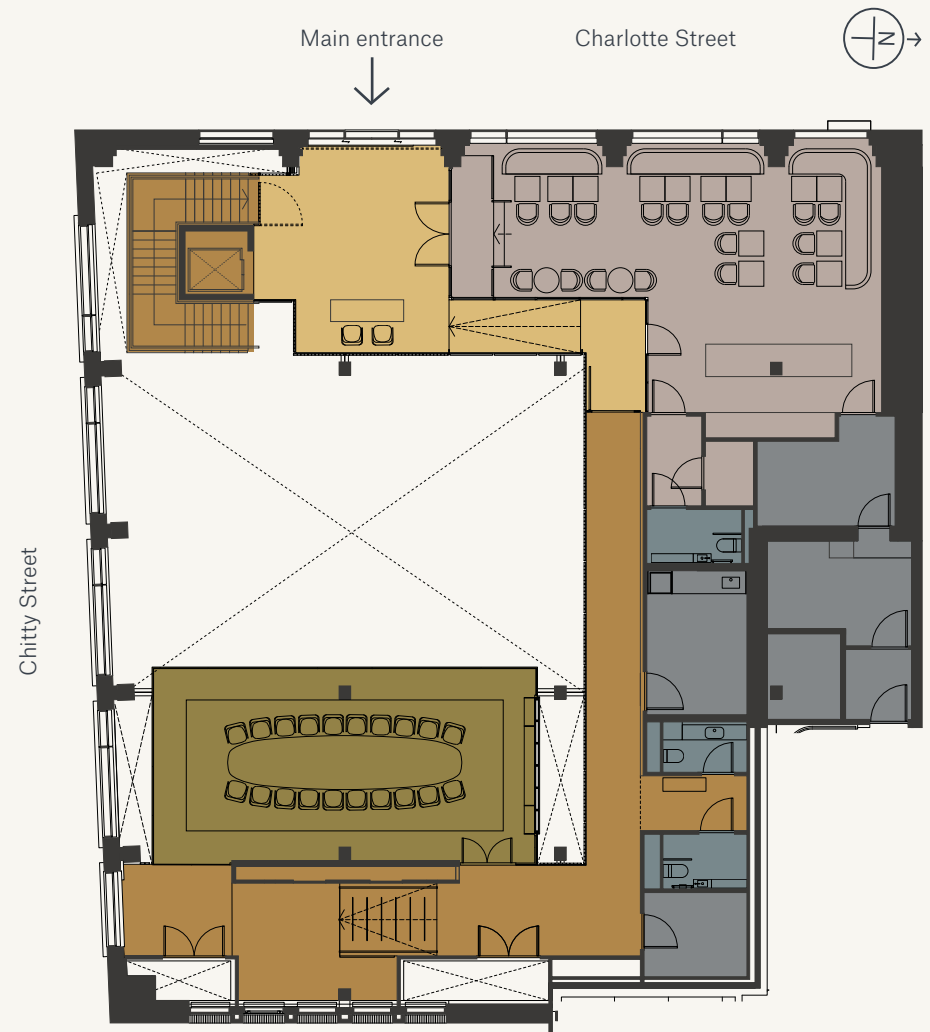
Pasmore Room

As the largest of our meeting spaces, accommodating between 10 and 20 people, Pasmore can be included with private events and comes with a boardroom table and seating along with pro-quality tech.

Access to this room is via our internal bridge. Use it during your event as a preparation room, additional presentation area, or breakout space.

Accessible WCs

Conveniently positioned and accessible WCs.



- Main entrance
- DL/Service café
- Pasmore room
- Lounge
- WCs
- Back of house

Lower Ground Floor

Main Event Space

A double-height, open-plan space complete with a tasteful collection of comfortable mid-century-style chairs and tables.

Event Modes

1. As is	Use our everyday setup	120 people max.
2. Intimate talk	Ampitheatre-style seating	50 people max.
3. Blank canvas	Total arrangement flexibility	120 people max.
4. Town hall	A formal presentation layout	100 people max.

The Snug

The snug is our soft-seating area, which can be curtained off for privacy. It's a constant feature for all configuration modes.

Hill + Martin Rooms*

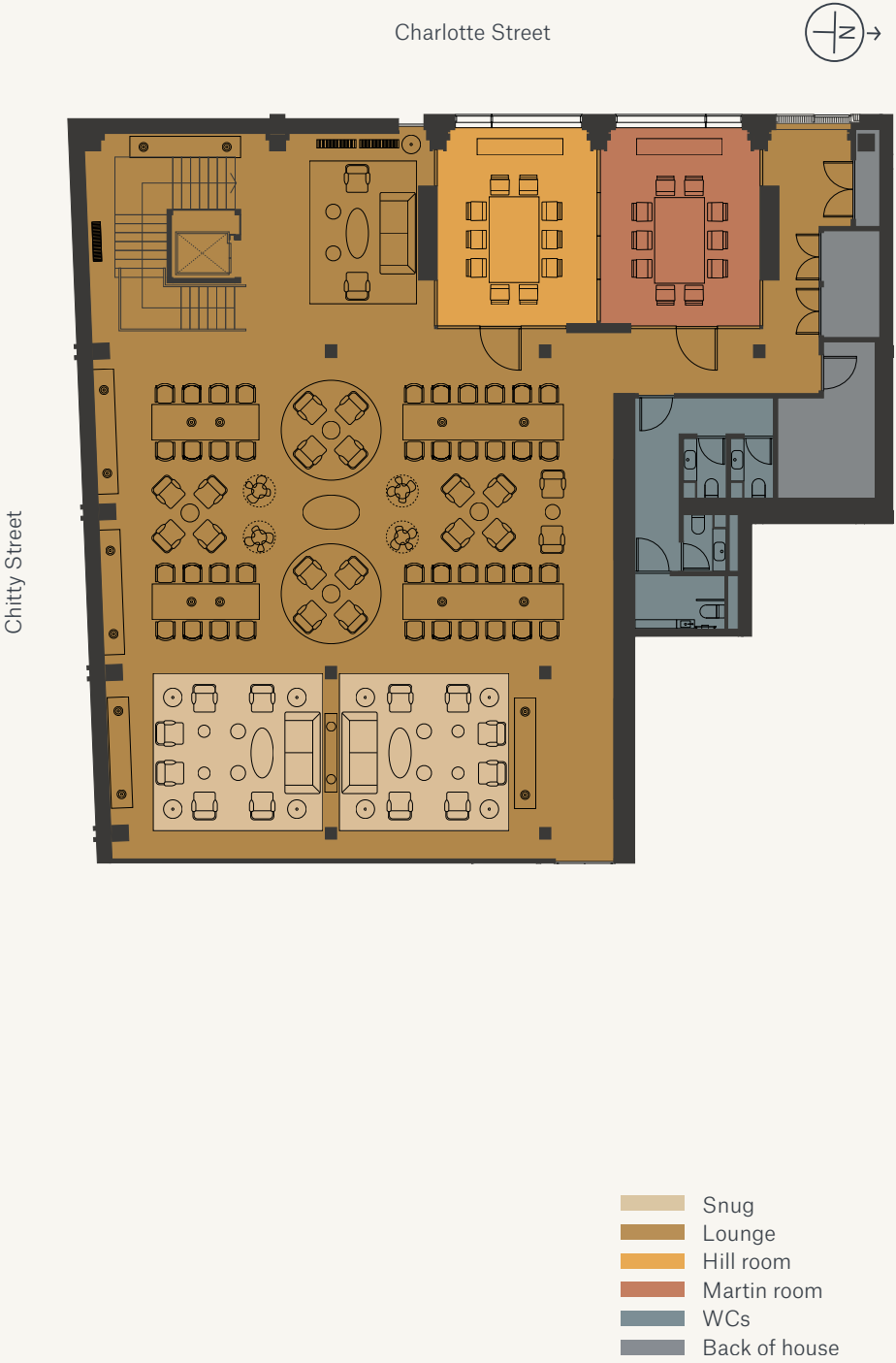
Our two smaller meeting spaces accommodate up to 10 people.

Please note that availability of these rooms depends on your chosen configuration in the Main Event Space.

Cloakroom

Utilising our Hill room, we can provide a staffed cloakroom for up to 120 coats and bags. There are conveniently positioned and accessible WCs on both floors.

* Availability of Hill + Martin meeting rooms subject to cloakroom needs and other configuration requirements.



What's Included?

DL/Member Experience Team

The helpful team at DL/78 are your event support partner. They'll ensure your event runs effortlessly from planning to close.

AV & Tech

Our state-of-the-art in-built AV equipment and tech are at your disposal. For the full technical specification of the venue, please refer to the following page.

Cleaning

We employ a professional cleaning team to ensure the space is immaculate before, during and after your event.

Staff

Cloakroom and security* staff are included for all private events. They're trained, experienced and fully managed by the DL/Member Experience team.

Set-Up & Take-Down

Configuring the furniture and tech to your specific requirements is up to us. We'll also handle putting it all back after you're done. You and your guests just need to turn up and enjoy the experience.

* For events serving alcohol.

Additional Costs

Refreshments & Hospitality

Our café is available as part of your event hire package. It offers an all-day hospitality service with a selection alcoholic and non-alcoholic drinks. Delicious menus of freshly prepared seasonal dishes and canapés can be tailored to your requirements.

Contact the DL/Service Hospitality team on dlservicehospitality@derwentlondon.com to plan and book your hospitality needs.

Tech Support

To ensure a glitch-free event, we can recommend experts to help you orchestrate the technical side of things. Equally, you're free to enlist your own tech support.

Contact the DL/Member Experience team on privatehire@derwentlondon.com for AV recommendations.

Main Event Space

The room's technical facilities include:

- 4K UHD laser projector
- 86" UHD TV
- 75" 4K UHD TV
- 137" retractable projector screen
- 6 x Bose Design Max perimeter speakers
- 6 x body pack microphones
- 6 x handheld microphones
- 1 x floor-standing lectern with microphone
- 4 x floor-mounted HDMI inputs

Pasmore, Hill & Martin Rooms

- Plug in and play - ClickShare device and HDMI connectivity
- 86" UHD TV
- ClickShare wireless presentation system
- Table-mounted HDMI input
- 1080p Webcam
- In-room ceiling-mounted microphone and speakers

AV Recommendations

Tech Support

If your AV requirements go beyond a simple 'plug and play' setup, we recommend reaching out for specialist support. We'll help you find the experts you need from our list of approved partners. This service warrants an additional cost, which is paid directly to these partners. Please speak to the DL/Member Experience team for more information.

Bring Your Own Device

For presentations, we operate a 'bring your own device' policy.



DL/78 Main Event Space Configuration Modes

1

As Is

Use Our Everyday Setup

Book DL/78 exactly how it's presented on a typical day, with a lounge-style setup in the Main Event Space. This option gives you the freedom and flexibility to host group-working events, informal discussions and other casual get-togethers.

120 people max.



2

Intimate Talk

Amphitheatre-Style Seating

Designed for smaller groups, this layout creates a relaxed and comfortable atmosphere for away days, evening talks, speaker panels or informal screenings.

50 people max.



3

Blank Space

Total Arrangement Flexibility

Choose this option, and we'll help you transform DL/78 to suit your needs using the available space, furniture and tech. Remember, the snug remains a constant feature in all our setups, so you'll always have a place to kick back and relax.

A mixture of open space can be arranged for celebratory occasions for larger numbers where the flow is fluid, and the vibe is naturally more spontaneous.

120 people max.



4

Town Hall

A Formal Presentation Layout

This classic presentation setup with its formal seating arrangement is the way to go for corporate announcements, company meetings, conferences, lectures or screenings.

100 people max.



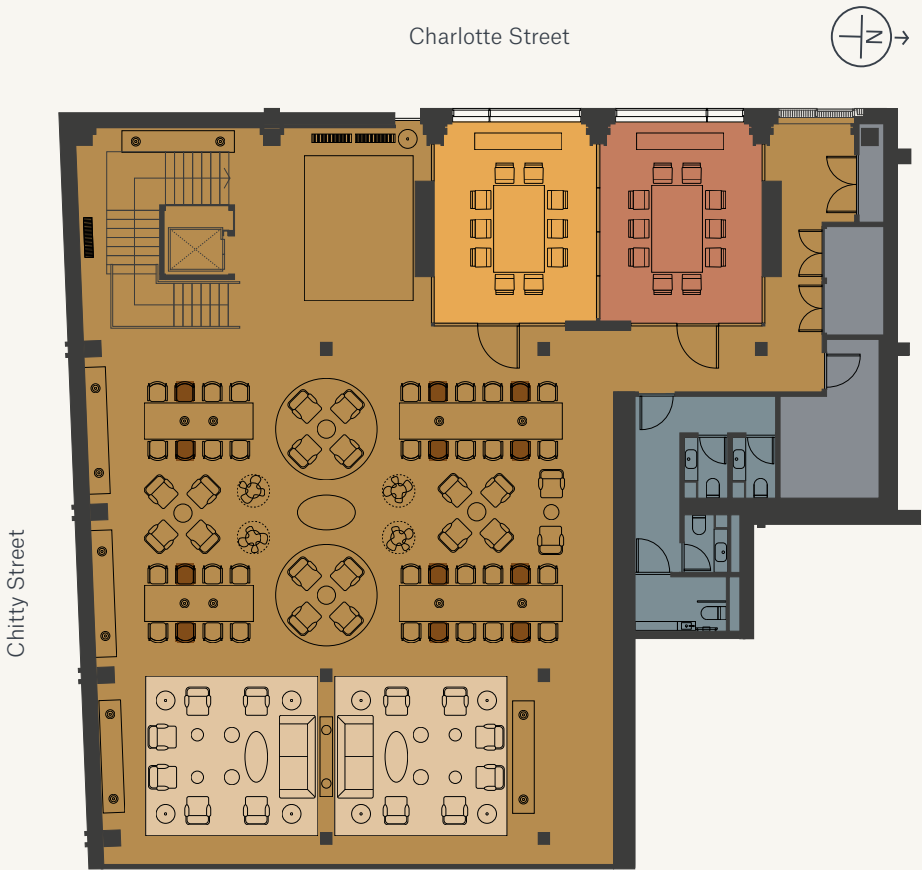
DL/78 Venue Hire
Seating Configurations



Seating Configuration Options

- As is 120 people max.
- Intimate talk 50 people max.
- Blank space 120 people max.
- Town hall 100 people max.

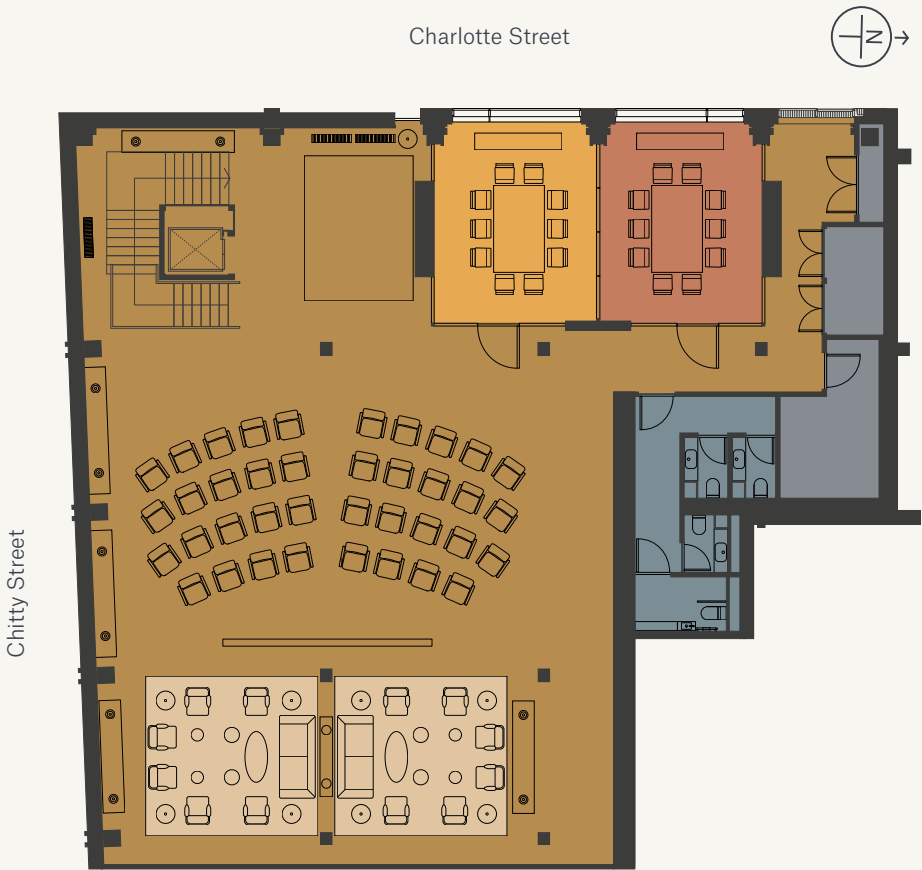
- Snug
- Lounge
- Hill room
- Martin room
- WCs
- Back of house



Seating Configuration Options

- As is 120 people max.
- Intimate talk 50 people max.
- Blank space 120 people max.
- Town hall 100 people max.

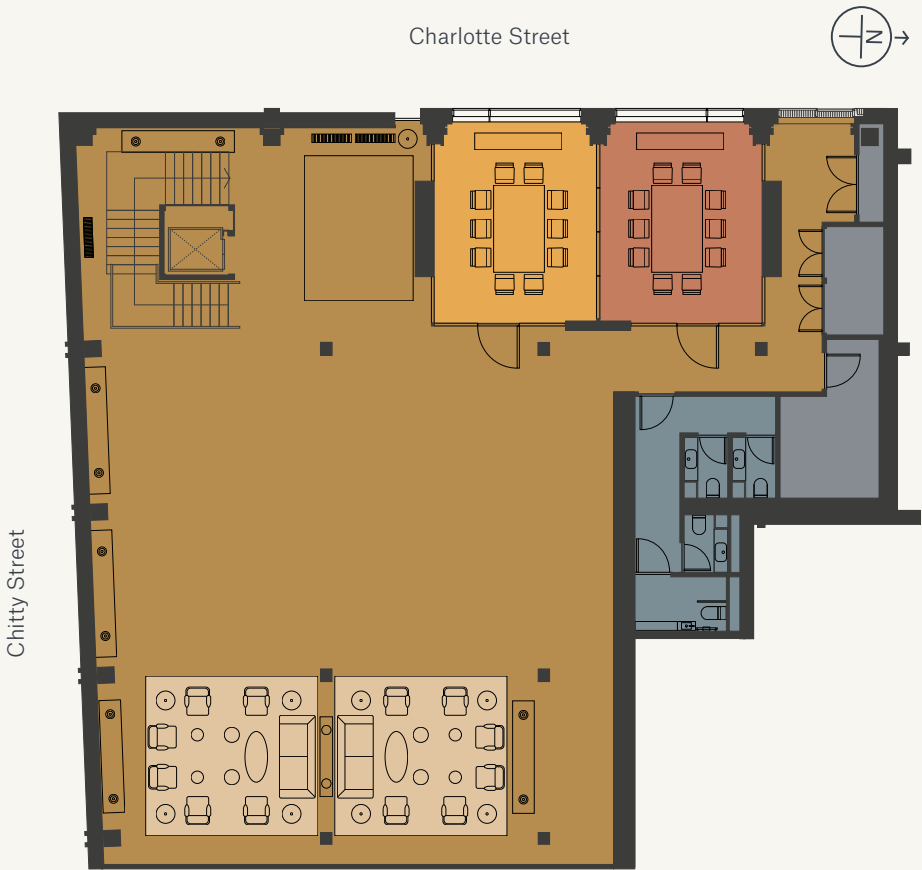
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Seating Configuration Options

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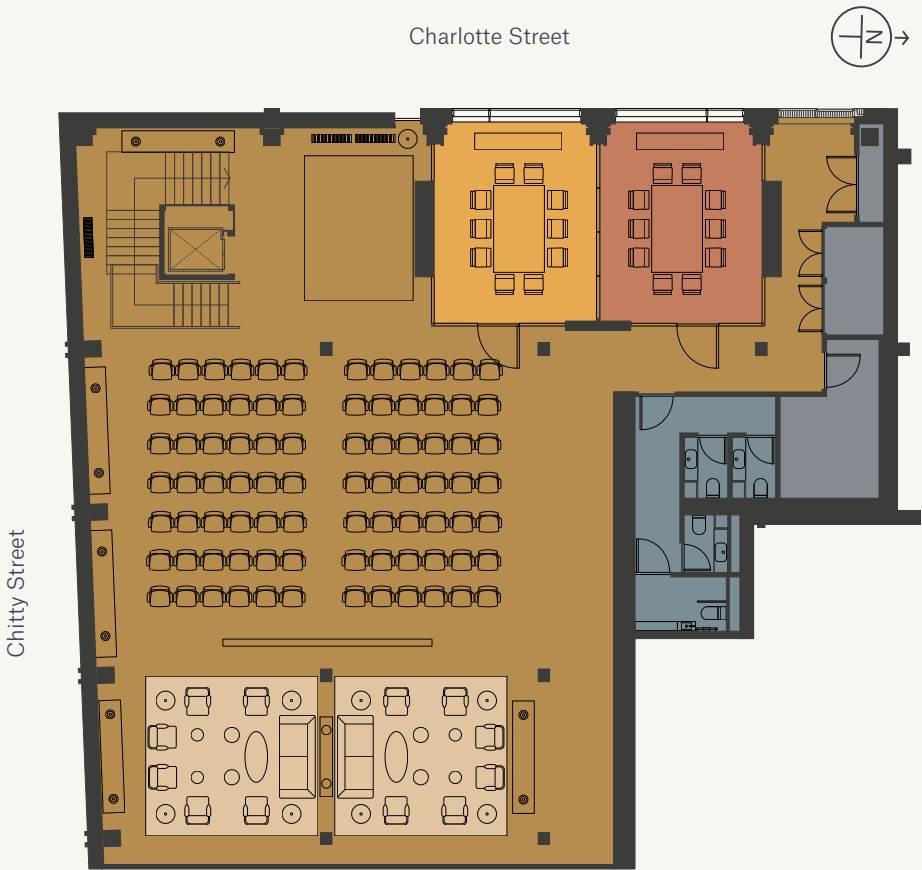
- Snug
- Lounge
- Hill room
- Martin room
- WCs
- Back of house



Seating Configuration Options

- As is 120 people max.
- Intimate talk 50 people max.
- Blank space 120 people max.
- Town hall 100 people max.

- Snug
- Lounge
- Hill room
- Martin room
- WCs
- Back of house



Pricing

Choose your configuration mode and event duration and talk to the DL/Member Experience team about your precise needs to get a quote.

DL/78 is hireable between 8:00am and 10:00pm. Setup and take-down, cleaning, cloakroom and security* staff are included in the hire quote.

Please note, pricing may vary due to seasonality and demand. Quotes can be provided once dates are decided. To ensure an accurate quote, please reach out to the team with your desired event date and hire duration.

Contact the team to explore availability on privatehire@derwentlondon.com

Hire Duration

As Is

- 4 hours
- 6 hours
- 8 hours

Intimate Talk

- 4 hours
- 6 hours
- 8 hours

Blank Space

- 4 hours
- 6 hours
- 8 hours

Town Hall

- 4 hours
- 6 hours
- 8 hours

*For events serving alcohol.





DL/28 Meeting Room Hire

DL/28 offers ultimate flexibility, with six fully equipped meeting spaces of various sizes plus two bookable phone booths.

Contact us to book your chosen room and let the on-site team take care of the rest.

Opening Hours

Monday to Friday
8:30am – 6:00pm

Prouvé Room

Prouvé is our largest and most dynamic meeting space on the lower ground floor. The showstopper design features a bespoke light pendant and an integral curtain system allowing parts of the space to be framed or screened. The space offers two layout formats for capacities of 20 or 30 people seated in boardroom style.

Staying with us all day? If you require greater capacity, book out Perriand or Jacobsen for supplementary breakout space or to service lunch via a secret door from Prouvé room.



Technical Specification

- Plug in and play - ClickShare device
- Bring your own laptop policy
- 98" LED TV screen display & 14 remote-controlled retractable TV screens
- Ceiling-mounted microphones & speakers
- Wall-mounted camera

DL/Service Hospitality

Receive an automated email seven days before your booking date with a comprehensive menu of delicious food and drink for your meeting delivered direct to your room at a time convenient to you.

Meeting Mode

- Boardroom 30 people max.

Complimentary

- Filter coffee, tea, water and biscuits
- Whiteboard and stationery on request

Le Corbusier Room

Le Corbusier room is an impressive meeting space for up to 20 people. Full-height windows onto Featherstone Street flood the room with natural light.

Its high-spec design not only includes a contemporary chandelier light fitting, but the showpiece is the circular meeting table which incorporates eight remote-controlled retractable TV displays for full visibility in board meeting mode.

Technical Specification

- Plug in and play - ClickShare device
- Bring your own laptop policy
- Eight remote-controlled retractable TV screens
- Ceiling-mounted microphones & speakers
- Two wall-mounted cameras
- Privacy glass to provide full confidentiality

DL/Service Hospitality

Receive an automated email seven days before your booking date with a comprehensive menu of delicious food and drink for your meeting delivered direct to your room at a time convenient to you.



Meeting Mode

- Boardroom 20 people max.

Complimentary

- Filter coffee, tea, water and biscuits
 - Whiteboard and stationery on request
-

Perriand Room

Perriand room, located on the lower ground floor, one of our medium-sized rooms has a maximum capacity of 10 people in boardroom format. The room is positioned next to the central breakout area with seated high bar, a perfect waiting area for your guests.

A versatile space, Perriand can be combined with its adjacent room, Jacobsen, or booked as a supplementary addition to service Prouvé room.



Technical Specification

- Plug in and play - ClickShare device
- Bring your own laptop policy
- 86" TV screen display
- Ceiling-mounted microphones & speakers
- Wall-mounted camera
- Privacy glass to ensure confidentiality

DL/Service Hospitality

Receive an automated email seven days before your booking date with a comprehensive menu of delicious food and drink for your meeting delivered direct to your room at a time convenient to you.

Meeting Mode	
- Boardroom	10 people max.
Complimentary	
- Filter coffee, tea, water and biscuits	
- Whiteboard and stationery on request	

Jacobsen Room

Jacobsen room, one of our two medium-sized lower ground meeting rooms has a maximum capacity of 10 people in a boardroom format.

Like its twin, Perriand, you enter the room from the central breakout area with seated high bar. Jacobsen can be combined with its adjacent room Perriand, or booked as a supplementary addition to service the Prouvé room.

Technical Specification

- Plug in and play - ClickShare device
- Bring your own laptop policy
- 75" TV screen display
- Ceiling-mounted microphones & speakers
- Wall-mounted camera
- Privacy glass to ensure confidentiality

DL/Service Hospitality

Receive an automated email seven days before your booking date with a comprehensive menu of delicious food and drink for your meeting delivered direct to your room at a time convenient to you.



Meeting Mode

- Boardroom 10 people max.

Complimentary

- Filter coffee, tea, water and biscuits
 - Whiteboard and stationery on request
-

Perriand + Jacobsen Room

Our Perriand and Jacobsen rooms can be combined to form a larger meeting space.

Open the folding partition wall, and you create a boardroom for 16 people or theatre-style seating for an audience of up to 20 people.

- Technical Specification
- Plug in and play - ClickShare device
 - Bring your own laptop policy
 - 86" TV screen display
 - Ceiling-mounted microphones & speakers
 - Wall-mounted camera
 - Privacy glass to ensure confidentiality

DL/Service Hospitality

Receive an automated email seven days before your booking date with a comprehensive menu of delicious food and drink for your meeting delivered direct to your room at a time convenient to you.



Meeting Mode	
- Boardroom	16 people max.
- Theatre	20 people max.
- Workshop	20 people max.
Complimentary	
- Filter coffee, tea, water and biscuits	
- Whiteboard and stationery on request	

Aalto Room

Aalto, one of our two smallest meeting rooms, perfect for catch-ups and small team meetings located on the lower ground floor.

A maximum capacity of six people with a podcast-quality acoustic environment and circular table.

Technical Specification

- Plug in and play - ClickShare device
- Bring your own laptop policy
- 55" TV screen display
- Wall-mounted camera, speakers & microphone bar
- Privacy glass to ensure confidentiality

DL/Service Hospitality

Receive an automated email seven days before your booking date with a comprehensive menu of delicious food and drink for your meeting delivered direct to your room at a time convenient to you.



Meeting Mode

- Boardroom 6 people max.

Complimentary

- Filter coffee, tea, water and biscuits
 - Whiteboard and stationery on request
-

Kahn Room

Located on the lower ground floor, just off the central breakout area, Kahn is one of our pair of small meeting rooms. The space is designed for quick catch-ups and small team meet-ups, accommodating six people around a circular meeting table. It offers a podcast-quality acoustic environment.



Technical Specification

- Plug in and play - ClickShare device
- Bring your own laptop policy
- 55" TV screen display
- Wall-mounted camera, speakers & microphone bar
- Privacy glass to ensure confidentiality

DL/Service Hospitality

Receive an automated email seven days before your booking date with a comprehensive menu of delicious food and drink for your meeting delivered direct to your room at a time convenient to you.

Meeting Mode	
- Boardroom	6 people max.
Complimentary	
- Filter coffee, tea, water and biscuits	
- Whiteboard and stationery on request	

Phone Booths 3 & 4

Accommodating two people for disruption-free calls, virtual meetings or one-to-one catch-ups.

Glazed panels and fabric walls create an optimised acoustic environment, while integrated audio-visual screens and plug-and-play connectivity provide an effortless user interface.

Technical Specification

- Bring your own laptop policy
- 27" Video Conferencing Monitor



Meeting Mode

- Informal 2 people max.

Complimentary

- Water
-

DL/28 Venue Hire

Discover a modern, multi-dimensional and flexible events venue in the heart of Old Street.

The ground floor events space at DL/28 is supremely flexible, providing impressive opportunities for a variety of layouts and event modes.

Our largest hireable space benefits from a dedicated private entrance, welcome area and cloakroom offering everything you need to run your event without a hitch. Our in-house hospitality offers bespoke packages for all your food and beverage needs.

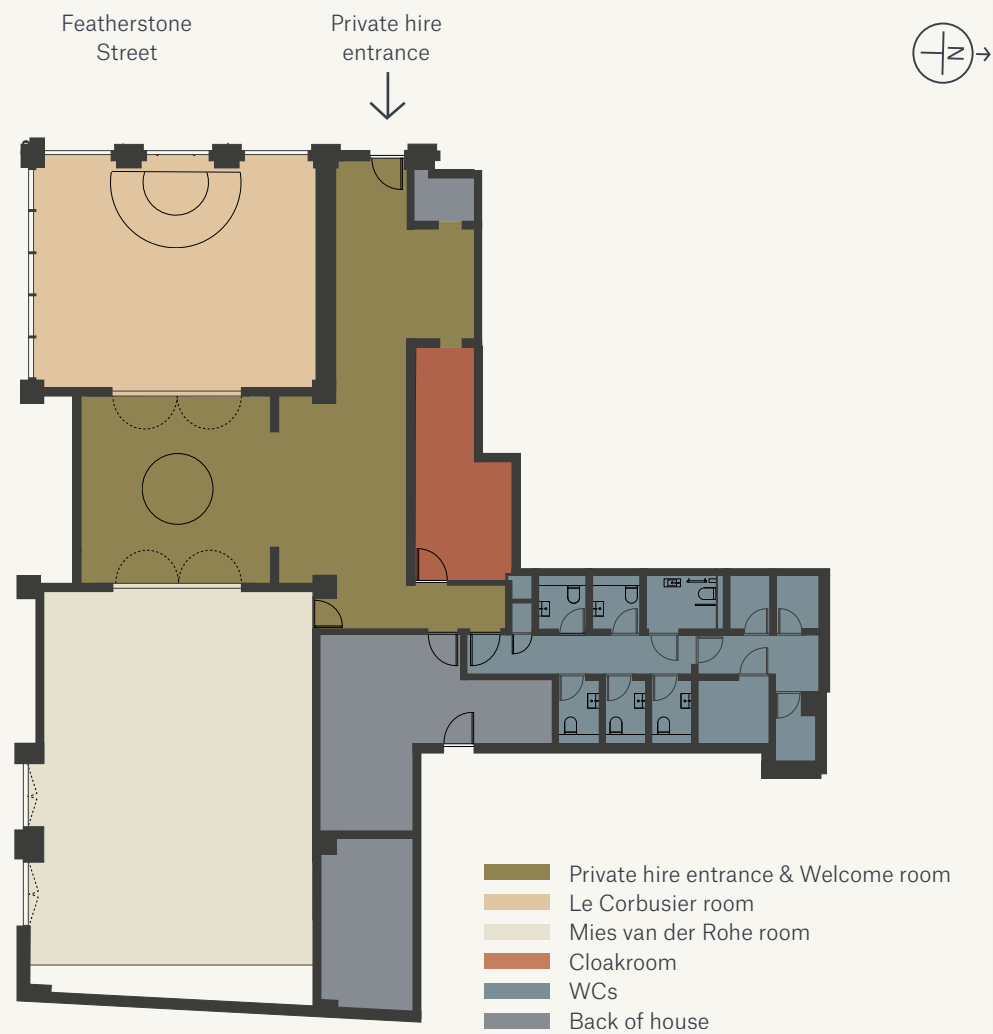


Ground Floor

Venue Hire

Le Corbusier room	20 people max.
Mies van der Rohe room	100 people max.
East Wing*	200 people max.

*Le Corbusier, Mies van der Rohe and Welcome room



Venue Overview

Private Hire Entrance

You and your guests enter the venue via the private entrance on Featherstone Street, offering an arrival experience with a sense of exclusivity.

Welcome Check-in

The reception check-in protocol brings an impressive formality to your guests' welcome experience. You can either check in yourself or ask a member of the DL/Member Experience team for assistance.

Cloakroom

Included when you hire the space.

Private and Accessible WCs

Five conveniently positioned WCs plus one accessible WC.



East Wing Event Space

For showstopper events, you can take over the entire East Wing of DL/28, comprising of the Le Corbusier room and Mies van der Rohe room. Providing an abundance of circulation space, it's the perfect venue for celebratory occasions. Choose to combine town hall mode for 100 people with additional breakout space or request both rooms as an entirely blank canvas to cater for up to 200*.

All the same self-contained benefits are included with personal check-in reception, cloakroom, welcome area and private WCs.

* 200 people maximum standing capacity.



Mies van der Rohe Room

Offering over 1,000 sq ft of flexible event space, the Mies van der Rohe room is our dedicated venue for private functions and events. The venue can be tailored to your needs, whether you hire it for a drinks reception or town hall-style presentation.

Le Corbusier Room*

The Le Corbusier room is an impressive meeting space for up to 20 people. Full-height windows onto Featherstone Street flood the room with natural light. Its high-spec design not only includes a contemporary chandelier light fitting, but the showpiece is the circular meeting table that can be changed to suit your needs or transformed into a focal point and set up as a bar.

The Le Corbusier room can be hired together with Mies van der Rohe room, forming the 'East Wing Events Space'. Perfect for those larger capacities or supplementary circulation space benefiting all day and evening hire. Speak with the team to find the best solution for you.

* Availability of Le Corbusier room subject to meeting room bookings.

What's Included?

The DL/Member Experience Team

The helpful team at DL/28 are your event support partners. They'll ensure your event runs effortlessly from planning to close.

AV & Tech

Our state-of-the-art in-built AV equipment and tech are at your disposal. For the full technical specification, please refer to the following page.

Cleaning

We have a professional cleaning team on hand to ensure the space is immaculate before and after your event.

Staff

Cloakroom and security* staff are included for all private events. They're trained, experienced and fully managed by the DL/Member Experience team.

Set-Up & Take-Down

Configuring the furniture and tech to your specified requirements is up to us. We'll also handle putting it all back after you're done.

* For events serving alcohol.

Additional Costs

Refreshments & Hospitality

The DL/Service team at DL/28 provides full hospitality catering bespoke to your requirements.

Contact the DL/Service Hospitality team on dlservicehospitality@derwentlondon.com to plan and book your hospitality needs.

Tech Support

To ensure a seamless event, we can recommend experts to help you orchestrate the technical elements. Equally, you're free to enlist your own tech support.

Contact the DL/Member Experience team on privatehire@derwentlondon.com for recommended tech support.

Mies van der Rohe Room

The room's technical facilities include;

- LED media wall 2.88m x 1.62m
- In-room ceiling-mounted speakers
- 2 x handheld microphones
- 2 x bodypack microphones
- Webcam*
- 2 x lecterns

* Webcam capability not advised for streaming.

Le Corbusier Room*

- Plug in and play - ClickShare device and HDMI connectivity.
- Bring your own laptop policy
- 8 x remote-controlled retractable TV screens
- Ceiling-mounted microphones & speakers
- 2 x wall-mounted cameras

* Tech specification dependent on final room layout.

AV Recommendations

Tech Support

If your AV requirements go beyond a simple 'plug and play' setup, we recommend reaching out for specialist support. We'll help you find the experts you need from our list of approved partners. This service warrants an additional cost which is paid directly to these partners. Please speak to the DL/Member Experience team for more information.

Bring Your Own Laptop

For presentations, we operate a 'bring your own device' policy.



DL/28 Event Space Configuration Modes

Mies van der Rohe

Event Modes

1. Mies van der Rohe	Bespoke seating layouts available	Up to 100 people max*.
2. East Wing	Total arrangement flexibility	200 people max*.

* Capacity dependent on final agreed room layout and tech install.



1

Mies van der Rohe

Bespoke Seating Layouts

Choose from a variety of seating layouts including formal town hall. Ideal for company announcements, away days and conferences.

100 people max.



Alternatively, we'll help you transform Mies van der Rohe room to suit your needs. See configuration modes section for more information on room layouts.

2

East Wing Event Space

Total arrangement flexibility, perfect for additional circulation space, breakout or bespoke layouts. To host a large drinks reception for up to 200 people, you can take over the entire East Wing, comprising Le Corbusier and Mies van der Rohe rooms, and make the space your own. Alternatively, speak with the team for a mode that's entirely bespoke to your needs.

Combine town hall mode with additional breakout space or request both rooms as a blank canvas. You'll also enjoy the benefits of a self-contained events space, including a personal check-in reception, cloakroom, welcome room, private WCs and showers.

200 people max.



Pricing

Choose your configuration mode and event duration and talk to the DL/Member Experience team about your precise needs to get a quote.

Set up and take-down, cleaning, cloakroom and security* staff are included in the prices quoted.

Please note, pricing may vary due to seasonality and demand. Quotes can be provided once dates are decided. To ensure an accurate quote, please reach out to the team with your desired event date and hire duration.

Contact the team to explore availability on privatehire@derwentlondon.com.

* For events serving alcohol.

Hire Duration

Mies van der Rohe

- 4 hours
- 6 hours
- 8 hours

East Wing

- 4 hours
 - 6 hours
 - 8 hours
-

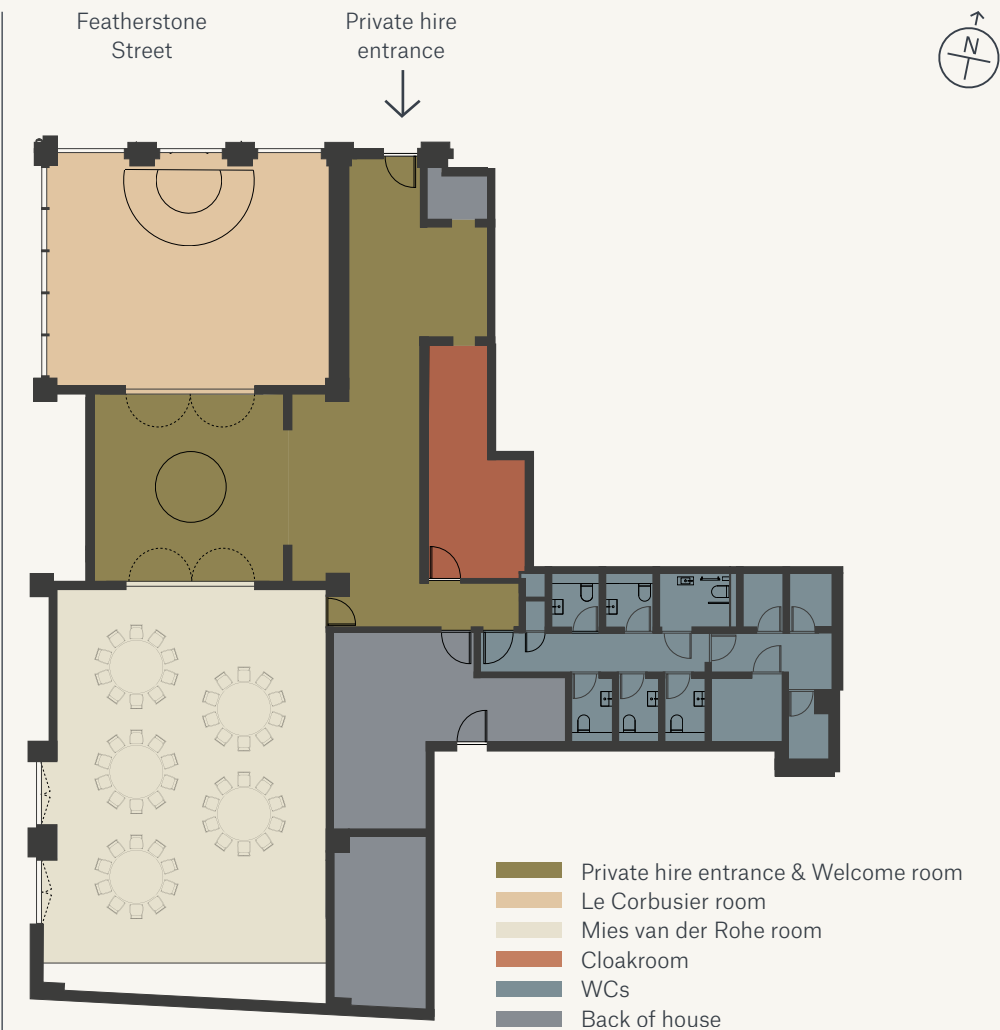
DL/28 event spaces are hireable between 9:00am and 10:00pm. Prices are exclusive of VAT.

DL/28 Venue Hire
Seating Configurations



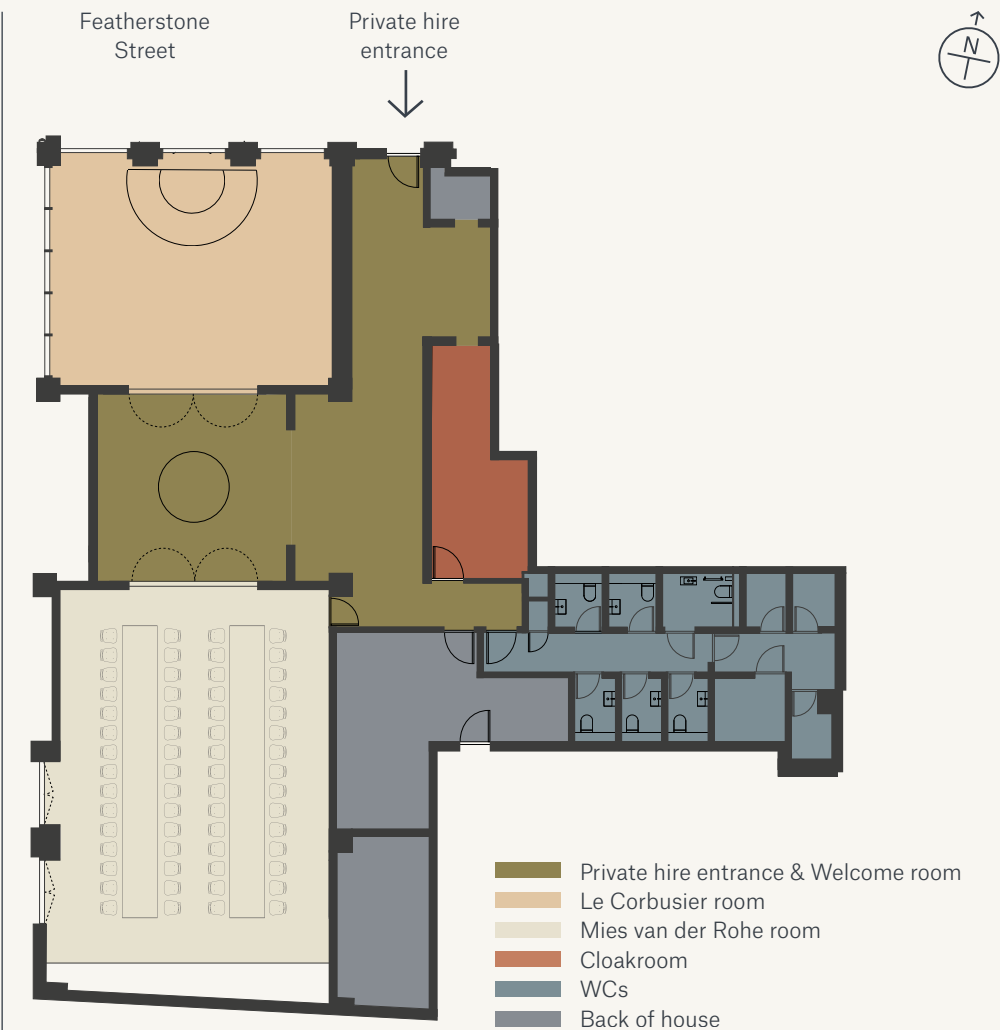
Seating Configuration Options

- Round tables 60 people max.
- Banquet hall 60 people max.
- U-Shape board meeting 30-40 people max.
- Cabaret style 45 people max.
- Theatre style 100 people max.



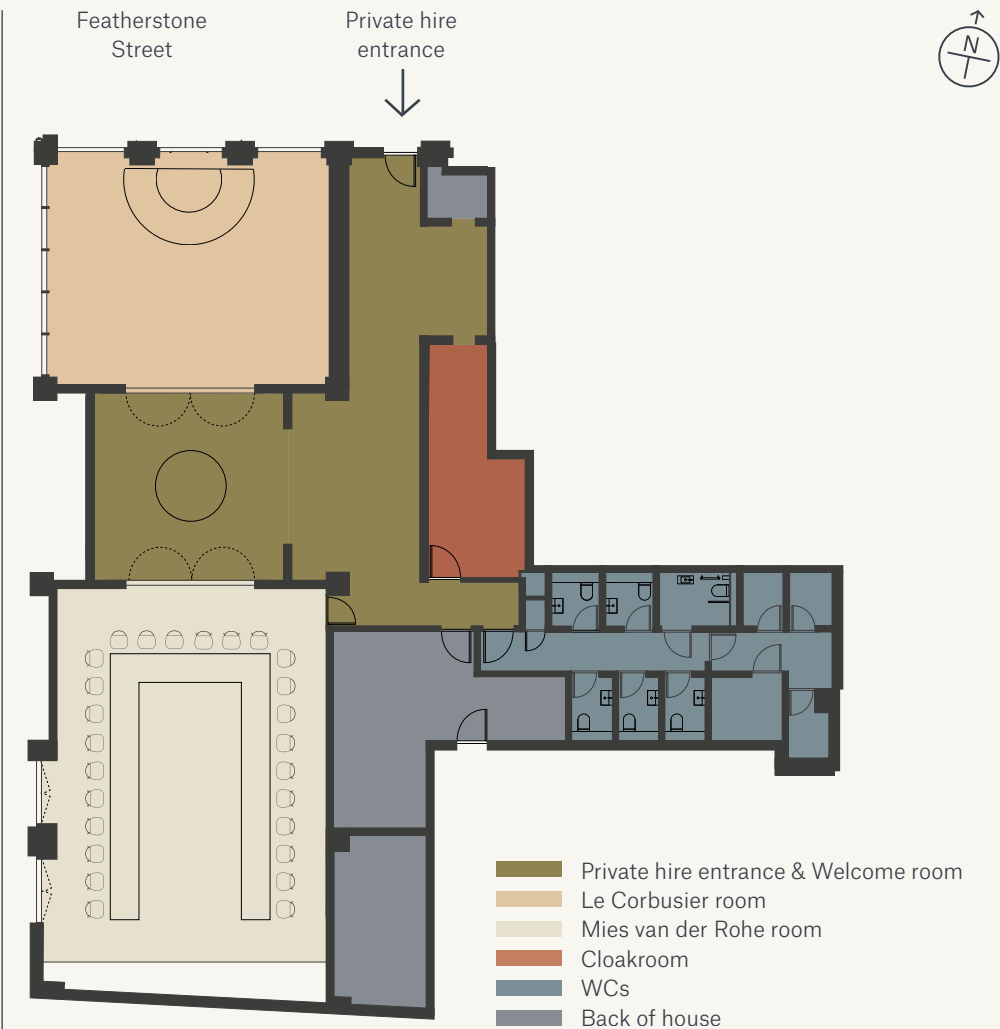
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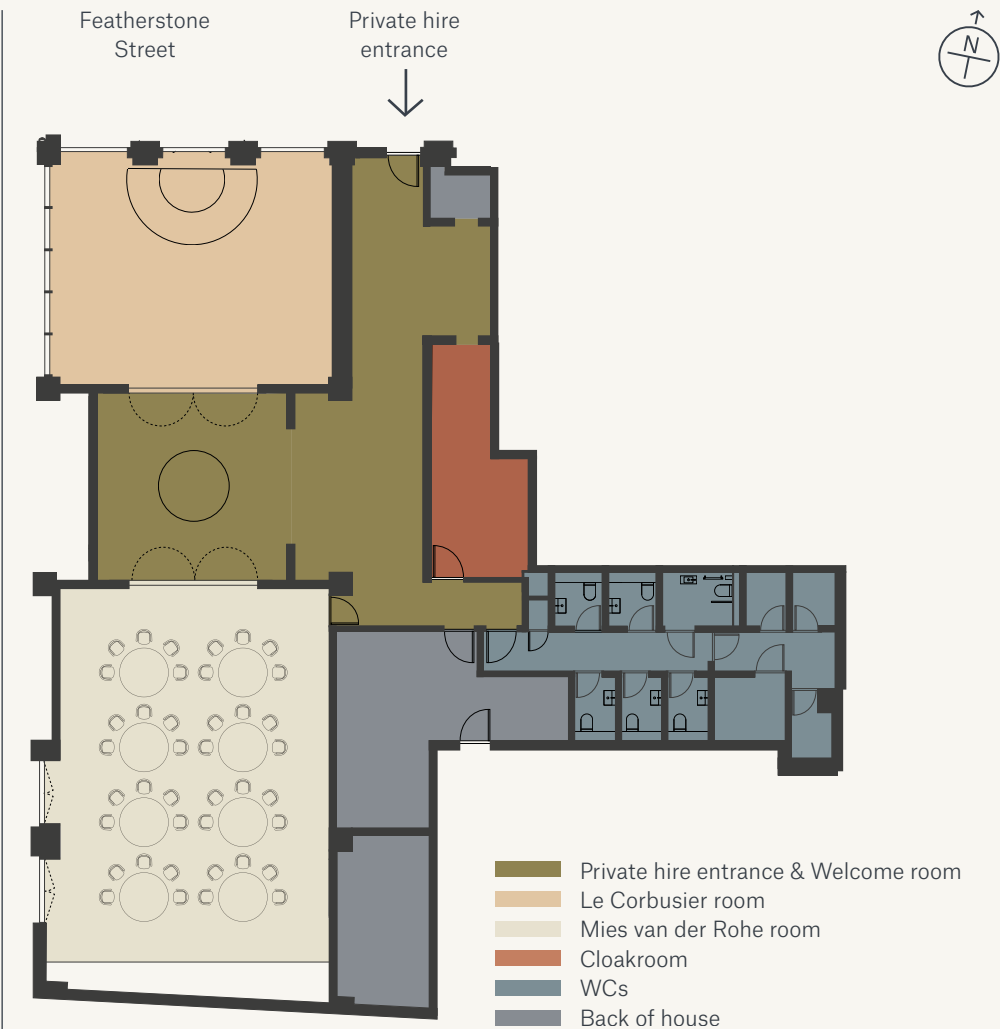
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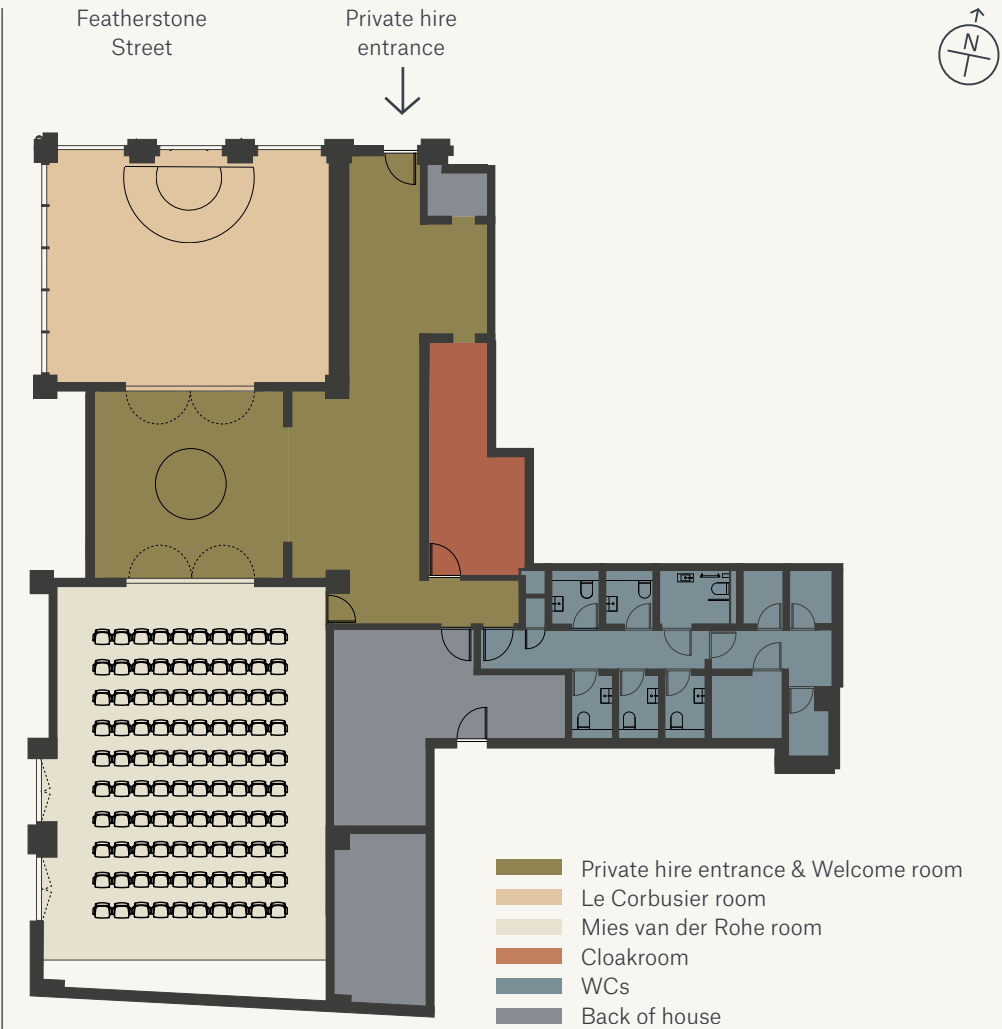
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- Cabaret style 45 people max.
- Theatre style 100 people max.





DL/Service hospitality catering offer seasonal menus of delicious freshly made salads, sandwiches and sweet treats, all favouring local produce and suppliers.

In addition, DL/Service offers a wide selection of food and refreshments for your meeting room and event bookings at both Lounges.

DL/Service

The on-site DL/Service cafés at DL/78 & DL/28 provide full catering for breakfast and lunch.

Enjoy barista-brewed coffee as well as a licensed bar. They also provide comprehensive hospitality services for private hire events, both daytime and evening.



DL/Service Support

For further assistance regarding catering orders and/or allergens, please reach out to the DL/Service Hospitality team:

dl28hospitality@derwentlondon.com
or telephone 0203 478 4128

dl78hospitality@derwentlondon.com
or telephone 0203 478 4178

Hanna Wells
DL/Service Events & Sales Manager
dlservicehospitality@derwentlondon.com



DL/Service Booking & Cancellation Terms

You'll receive an automated email **seven days** before your meeting date and time, at which point, you'll be able to click the link, view your menus, select delivery times, and process your order. Please note that all catering must be placed no later than **two working days** before your booking.

Should you wish to change or cancel any catering, this must be done no later than **two working days*** prior directly with the team at DL/Service.

* Time limits differ for Event Catering.
Please contact the team for more information.

How To Book and Support

Meeting Rooms

To book please, please contact the on-site team at your chosen venue:

DL/28 Old Street
28 Featherstone Street
London
EC1Y 8SL

dl28oldstreet@derwentlondon.com
or telephone 0203 478 4128

DL/78 Fitzrovia
78 Charlotte Street
London
W1T 4QS

dl78fitzrovia@derwentlondon.com
or telephone 0203 478 4178

Meeting Room Payment Terms & Conditions

Cancellations must be made **seven days** prior to the scheduled booking date and time. Payment for meeting rooms will be taken by card via a payment link. To cancel your booking, please contact our on-site team using the information above.

Venue Hire

Speak with the team about your chosen venue, either DL/28 in Old Street or DL/78 in Fitzrovia via this email privatehire@derwentlondon.com

We'd also love to hear your feedback, suggestions and ideas to help us make our service work even better – don't hesitate to reach out.

Venue Hire Payment Terms & Conditions

Payment terms and conditions will be issued upon confirming a booking. Payment required upon receipt of invoice via BACS and **twenty-eight day** cancellation policy applies.



Scan to download
the DL/App.

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